

FACILITY STANDARDS SHEET

AGENCY: _____ LOCATION: _____
 CURRENT SQ FT: _____ CURRENT FTE: _____ PROJECTED FTE: _____

Area/Room (*FTE=Full Time Employee)	# of FTE*	Sq Ft/FTE*	Total	Hard Walls** or Open Office***	# Data Ports	#Phone Ports	Remarks
HARD WALL OFFICE**:							
Director of Dept.		250		Hard Wall**			
Division Administrator		200		Hard Wall**			
Bureau Chief/Director of Brd		144		Hard Wall**			
OPEN OFFICE AREA ***:							
Regional/Division Mgr		144					
Professional Staff		120					
Clerical Staff		100					
Clerical Pool		80					
Receptionist		100					
Adjunct Desk Area		70					(Staff in office less than 60% of the time)
SPECIALTY AREAS:	# of Rms	Size of Rms.	Total Size				
Waiting Area/per person		10					
Conference/per person (joint use among agencies encouraged)		15					Conf rooms should be occupied 15 hrs or more per week
File Storage (Active Files Only.)							Inactive files stored off-site
Classroom/per person		30					
Library							
Mail Rm							
Computer/Phone Rm							
Break Rm							
Laboratory							
Equipment Storage							(Not in finished area)
Other: _____							
Sub-Total							
** Add 30%							
*** Add 25%							
TOTAL							

Open Office Space is the standard design approach. This reduces current construction costs, increases heating and cooling, flexibility and lessens future remodeling costs. Hard walled offices for staff below the Bureau Chief level requires written justification.

PARKING REQUIRED: EMPLOYEE: _____ CLIENT: _____ STATE VEHICLES: _____

PREPARED BY: _____ DATE: _____

AUTHORIZED BY: _____ DATE: _____

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| <ul style="list-style-type: none"> FTE is a Full Time Employee ** = Predominantly Hard Wall Office Space | <ul style="list-style-type: none"> *** = Predominantly Open Office Space Restrooms usually are a part of Add Space |
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